
**LUCAS COUNTY, OHIO
BOARD OF COMMISSIONERS**

NUMBER 17A

PAGE 1

**TITLE: REGULATIONS ON
OWNED AND LEASED VEHICLES**

**PERSONNEL
ADMINISTRATION X**

**RESOLUTION
NO. 04-79**

**EFFECTIVE DATE:
JANUARY 13, 2004**

**TYPE:
POLICY X
PROCEDURE**

**SUPERSEDES:
POLICY 17
PROCEDURE**

PURPOSE

The use of vehicles owned or leased by the Board of County Commissioners is subject to the regulation of the Board of County Commissioners (Ohio Revised Code 307.42).

SCOPE

This policy is the written regulation governing the use of vehicles owned or leased by the Board of County Commissioners for the use of the county commissioners or any department, commission, board, office, or agency under its direct supervision, or for the use of any elected county official or their employees. For the purpose of this policy, "employee" hereinafter means the persons comprising the Board of County Commissioners, any employee of any department, commission, board, office or agency under its direct supervision or jurisdiction, and any elected official and their employees using a vehicle provided by the Board of County Commissioners. This policy does not apply to Emergency Medical Service (EMS) Life Squads operating under contract with other political subdivisions and subject to the vehicle use regulations of that political subdivision.

VEHICLE

No person who is not a compensated employee of Lucas County may operate a county-owned or leased vehicle unless specifically authorized by the Board of County Commissioners. The Board of County Commissioners will consider exceptions to this requirement for law enforcement purposes, emergency response, and other like circumstances upon the request of the sheriff, emergency management agency director or county coroner. No official or employee shall use or permit the use of any vehicle or any supplies for it, except in the transaction of public business or work of the county (ORC 307.42, 307.43 and 124.71). Under state law, however, the commissioners have the authority to determine the meaning of and manner in which employees and elected officials use vehicles owned or leased by the Board of County Commissioners for the transaction of public business, work of the county, or commuting.

Thus, the Board of Commissioners recognizes that to efficiently and effectively carry out the transaction of public business or work of the county, a reasonable amount of related use may have to

be conducted in a board-owned or leased vehicle for incidental but closely related business use (e.g. rest and lunch breaks); provided the employee or elected official does not deviate from the route to the next work site.

Vehicles will not be provided as a means of compensation.

Only passengers on official county business shall be permitted in county vehicles except as approved and authorized under ORC 1551.25 ~~ARidesharing@~~. Elected officials may permit spouses as passengers if the elected official is operating the vehicle for a purpose directly related to their official duties (e.g. attending annual meetings, township meetings, and Chamber of Commerce meetings).

It is the policy of the Board of County Commissioners to provide fleet/pool vehicles for the transaction of public business (short term), whenever an elected official or department head authorizes travel by automobile. The county fleet manager will provide either a board-owned vehicle or a rental vehicle based on the most cost-effective means of meeting the transportation need. The county administrator will establish procedures to requisition the use of fleet/pool vehicles. Requests for use of fleet/pool vehicles will be accommodated based on vehicle availability and cost.

Vehicle assignment (long term) to an office or department of the county will be made based on a written request providing documented justification submitted by a county elected official or a department head to the Board of County Commissioners. Approval will be based on transportation needs, emergency requirements, call-out availability, after-hours meetings, cost effectiveness, or as otherwise determined by the Board of County Commissioners. The County Administrator or designee will review vehicle assignments annually or, more frequently, at the Administrator=s discretion. A recommendation will be provided to the Board of County Commissioners.

Board-owned or leased vehicles will not be used for commuting to and from work, except as permitted by the Board of County Commissioners, County Sheriff for vehicles assigned to the Sheriff specifically for the performance of a law enforcement activity or the County Coroner for vehicles assigned to the Coroner for related county business purposes. Upon written application, approval to use a board-owned or leased vehicle for commuting will be based on emergency requirements, call-out availability, after-hour meetings, cost effectiveness, or as otherwise determined by the Board of County Commissioners.

It is recommended that a county employee operating a county vehicle pull to a safe location and park the vehicle before using a cell phone.

Smoking is prohibited in all fleet/pool vehicles.

OPERATOR LICENSE

All operators of board-owned or leased vehicles must have a valid state-issued operator's license, which includes the specific class of vehicle being operated. Suspension of an elected county official or county employee's operator's license will result in a suspension of county vehicle driving privileges. Any employee or official who is authorized to use a board-owned or leased vehicle whose operator's license is suspended or revoked must notify their supervisor and the Risk Management Department of this fact at the earliest of the following:

1. day of suspension
2. the next working day

An elected official must notify the Board of County Commissioners within the same time limitations.

SEAT BELTS

As required by ORC 4513.263, all front seat passengers of a board-owned or leased vehicle or privately-owned vehicle while being operated in the transaction of public business or work of the county will wear safety belts at all times while the vehicle is in operation. Rear seat passengers are at all times urged to use seat belts, except in emergency medical and law enforcement vehicles. The vehicle operator is responsible for insuring front seat passengers wear safety belts. Failure by any employee to comply with this provision must be reported to the appropriate supervisor.

ALCOHOL AND CONTROLLED SUBSTANCES

County elected officials, county employees or persons authorized to use a county vehicle may not operate county vehicles while under the influence of alcohol or controlled substances. Alcoholic beverages, controlled substances, and/or illegal drugs are not to be used or transported in or on county vehicles, except as authorized in emergency medical or law enforcement vehicles. Legally prescribed medications are permissible only when their use does not adversely affect the employee's driving ability.

ACCIDENT REPORTING/TRAFFIC CITATIONS

In the event of an accident, the vehicle operator is responsible for contacting the appropriate law enforcement agency immediately or as soon as practical.

Accidents will be reported to the operator's respective supervisor as immediately as is practical. Accident reports are to be completed and submitted to the supervisor who will report the information to the Risk Management Department as soon as possible, but in no event beyond twenty-four (24) hours of the event or if the accident occurs on a holiday or weekend, which makes it impossible to report the accident with twenty-four (24) hours, the accident is to be reported on the next working day.

Parking, moving violations and other fines received during the operation of a county vehicle are the responsibility of the operator.

Operators of board-owned or leased vehicles that establish poor driving records may be assigned to defensive driving or other driver=s training courses by the Risk Management Department to maintain authorization to operate a board-owned or leased vehicle. The determination of an employee with a poor driving record is solely within the discretion of the Board of County Commissioners or their designee (based on analysis of employee=s accidents, traffic citations, etc.)

PREVENTIVE MAINTENANCE AND SERVICE

Board-owned or leased vehicles are to receive preventative maintenance according to standards established by the fleet manager appointed by the Board of County Commissioners. Upon notification of the fleet manager, officials who have vehicles assigned to their department, office, or agency are responsible for insuring required maintenance and service is scheduled. Vehicle operators shall immediately notify their supervisor should they detect any unsafe or hazardous condition in or on any county vehicle. The supervisor is, in turn, responsible for information the appropriate service department of the defect.

The County Commissioners= Fleet Manager will schedule and assure that annual safety and required pollution inspections are performed and that noted problems are corrected.

Board-owned or leased vehicles will only be refueled and maintained at an assigned county service center unless authorized otherwise by the county fleet manger. County gasoline credit cards shall be used to purchase gasoline, oil, etc. for county vehicles on official county business only (see credit card policy #26). Prior to making arrangements for emergency repairs, vehicle operators will make a reasonable attempt to contact the fleet manager or designee for repair authorization. In situations where this is not feasible, vehicle operators should use their best judgement in authorization of repairs. When an employee personally pays to refuel or repair a county vehicle, they will be reimbursed subject to approval of the appropriate department supervisor and submission of proper receipts.

Operators are responsible for the appearance (interior and exterior cleanliness) of the county vehicle that is assigned to them.

USE OF PERSONAL VEHICLES FOR COUNTY BUSINESS

County employees who are required to use their personal vehicles in the transaction of public business or work of the county will be reimbursed on a mileage basis at the authorized county rate subject to approval by the appropriate department head and submission of transaction of public business or work of the county must maintain their own liability insurance as required by law at the following limits:

Bodily injury, one person	\$100,000.00
Bodily injury, accidental	\$300,000.00
Property damage	\$50,000.00

The employee=s personal insurance will be considered primary coverage. The Risk Management Department may request the declaration page or other verification held by employees conducting county business with their personal vehicles.

RECORD KEEPING

All county elected officials, appointees, and county employees prior to operating a county-owned or leased vehicle or a personal vehicle in the transaction of public business or work of the county shall be given a copy of the Lucas County=s Vehicle Use Policy and acknowledge receipt of receiving it prior to operating a vehicle in the transaction of public business or work of the county. The county fleet manager will maintain these records.

Each vehicle operator is responsible for maintaining vehicle logs. The type of log used will be specific to the function of the vehicle. Vehicle use logs must be reviewed by the elected official/department head and submitted monthly to the county fleet manager.

VEHICLE REQUISITION

Whenever the Board of County Commissioners determines it is necessary to purchase or lease motor vehicles, it shall adopt a resolution setting forth the necessity for such purchase or lease. The resolution will include a statement of the kind and number of vehicles required and the estimated cost of purchasing or leasing each (ORC 307.41).

The fleet manager shall review vehicle specifications prepared by the appropriate office. Upon review, the Board of County Commissioners in the resolution authorizing the purchase, may approve the specification.

Requests to purchase or replace vehicles will be submitted in writing to the county administrator or designee. Based on mechanical condition, use data, service reports, and established need, the county administrator is to determine if a vehicle should be retained or disposed of and so recommend to the Board of County Commissioners.

When determined to be more cost effective, or if requirements justify, vehicles may be leased or rented.

EXTERNAL MARKING OF COUNTY VEHICLES

County-owned vehicles will bear the approved EXTERNAL markings:

- A) county logo**
- B) vehicle number**

Sheriff=s vehicles are to bear the approved Sheriff=s markings.

Vehicles may be unmarked in the interest of public safety as determined by the sheriff or by the nature of the public business conducted as determined by the Board of County Commissioners upon written application by the elected official or department head and subject to the administrative approval of the Board of County Commissioners.

In accordance with ORC 307.42, all county vehicles shall be plainly and conspicuously lettered as the property of the county.

PENALTIES

Whoever violates ORC 307.42 may be subject to penalties pursuant to ORC 307.99. Violation of this policy by county-elected officials or county employees is subject to revocation of the use of board-owned or leased vehicles.

For Board of County Commissioners employees only, recurring traffic violations, failure to comply with established vehicle policies and procedures and misuse or abuse of county vehicles and equipment may result in any of the following disciplinary actions, depending on the severity and circumstances surrounding the violations(s) and in accordance with any applicable collective bargaining agreement:

- A) written notice spelling out violations**
- B) for recurring traffic violations and accidents, assignment to a defensive or driver=s education courses**
- C) loss of driving privileges - not allowed using county vehicles**

In those cases where a county employee=s job class requires driving a county vehicle, suspension of the employee=s driver=s license may result in reassignment or termination.

APPROVED BY:

DATE:
